

# **Community Development Department**

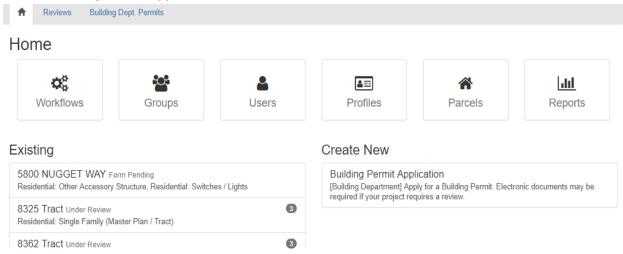
# **Building & Safety Division**

# Parking Lot Repair & Restripe Plan Check Submittals in Eprocess360

www.dublin.ca.eprocess360.com

For additional information on submittal requirements and forms, please see the City's website for Parking Lot Pavement Repair and Restriping, https://www.dublin.ca.gov/2479/Parking-Lot-Pavement-Repair-and-Restripi

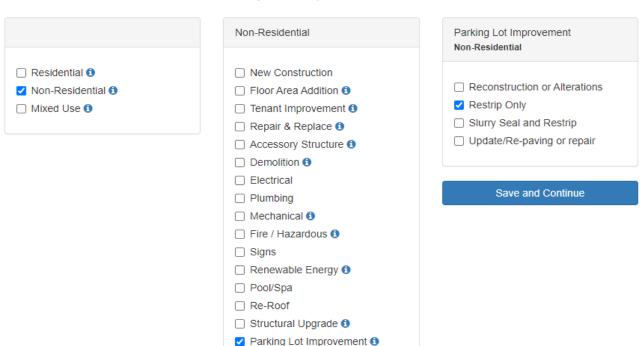
- 1. Log into Eprocess360
- 2. Create New Building Permit Application



3. Click 'Continue' on the Information tab. Choose the correct scope of work from each section, as they open up:

# Tell us about your project

Select the details that best describe your scope of work.



## Electronic Plan Review Submittals

- 4. Enter Project Details for the following items only:
  - Street Address if a temporary address type in "99991 Temporary". If the address does not link in the system, manually type the correct address into the 'Street Address' field, then click into the next field you wish to complete.
  - Project Name

**Project Details** 

Declared Valuation ()

- Enter Declared Valuation
- Detailed Description of Work
- Fill out the Additional Questions section as applicable

Information Scope of Work Application
Information Scope of Work Application

# **Building Permit Application**

# Enter the parcel number or address. The other field will be autopopulated once you make a selection. If you would like to specify a unit the Unit field. Street Address 100 Civic Plaza Parcel Number Parcel Number Unit Unit Unit number, such as suite or apartment, if not given in the autocompleted address Project Name City Hall Parking Lot Restripe Lot #

100000

Restripe of City Hall Parking Lot

## Additional Questions

Detailed Description of Work 19

Number of stories for main structure on property (if no structure on property enter 0):

# of Stories

2

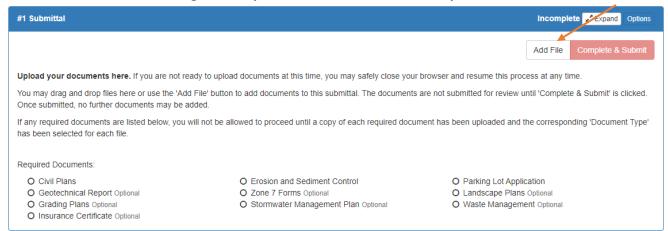
## Electronic Plan Review Submittals

## 5. Enter Applicant Information

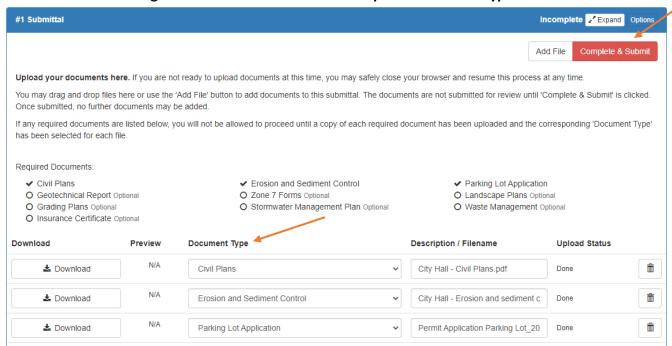
- Applicant Information (select one option 'Contractor', 'Owner/Builder', or 'Applicant')
- Required Contacts enter property owner information Additional Contacts – as applicable, for example a Professional contact Applicant Information Choose one profile Contractor Owner/Builder Applicant to enter your details: Applicant Edit Katie Wolfenberger **(**925) 833-6620 100 Civic Plz ■ katie.wolfe@dublin.ca.gov Dublin, CA 94568-2658 **Required Contacts** Owner Edit The City of Dublin (925) 833-6620 Property Owner 100 Civic Plz Dublin, CA 94568-2658 **Additional Contacts** Add a: Applicant Add Applicant **Applicant** Contractor Owner Owner/Builder

## Electronic Plan Review Submittals

- 6. Upload submittal documents and plans
  - a. Make sure you separate all documents in their own individual PDF
  - b. Click on "Add File" or drag and drop files from a folder or desktop into the submittal area.



c. Submittal is not complete until all required documents are submitted – the "Complete & Submit" button will turn bright red when all documents are uploaded and file type described.



### 7. Submit application

Please note, the timeline for review statement is a generic statement. Refer to the <u>Parking Lot Pavement Repair & Restriping Application Form</u> for timelines of plan review on page 3 under 'Application Processing Goal Days'.

